



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, June 28, 2017 9:00 am
ImagineIF Kalispell**

MEETING MINUTES

Present: Terry Guidi, Michael Morton, Connie Leistiko, Al Logan (Board); Kim Crowley, Connie Behe, Teri Dugan, Sean Anderson, Martha Furman (Staff); Charlotte Housel (Foundation) Marsha Sultz.

- I. Call to Order:** T. Guidi called the meeting to order at 9:04 am.
- II. Open time for persons to address the Board:**
Marsha Sultz, who has applied for the vacant board position, introduced herself and talked about her relationship with the library.

K. Crowley announced the County Commissioners unanimously approved Connie Leistiko to serve another term on the Library Board.

- III. Approval of Minutes**
Moved by C. Leistiko "approve the minutes of the May 24, 2017 Library Board Meeting as presented."
Seconded by A. Logan **APPROVED**

- IV. Reports**
May Financial Report
Moved by A. Logan "to accept the May 2017 Financial Report as presented."
Seconded by M. Morton **ACCEPTED**

Director and Staff Reports

Kalispell 2nd Floor Project

- S. Anderson shared plans for the 2nd floor remodel to take place at ImagineIF Kalispell. The remodel will provide library customers with an improved library experience by making library spaces more inviting and comfortable.
- The new floor plan includes new and upgraded lower profile shelving for library materials. Plans for existing shelving were discussed.
- Improved and expanded Teen spaces are part of the new floor plan.
- The remodel includes optimizing storage spaces.

- The project timeline begins in the Fall.

MLA Tribute to Jane Lopp

- C. Behe read aloud *The Montana State Library Resolution* honoring and remembering Jane Lopp.

Statistics

- C. Behe reported current Strategic Plan Performance statistics. Bigfork overall circulation is up by 15.52% from last year. Columbia Falls overall circulation is up by 2.03% from last year.
- Program attendance is up systemwide by 15.8%
- Parents receiving literacy training outside of the library have benefited from the distribution of the Library Early Literacy Kits. 381 kits have gone out to families in the community.
- Building traffic is up 1.30% systemwide.

Foundation Report

- C. Housel reviewed points from the Executive Director's report.
- Susie Burch will handle administrative duties while Housel is on leave for 3 months.
- Foundation Committees continue to work on advocacy and fundraising.
- Housel shared highlights from a recent Montana Non-profit Association training workshop in Butte.

Storytime Rebranding

- M. Furman reviewed the educational and early literacy focus of our storytime programs. The current names and descriptions of storytime will be updated to reflect this focus.
- Implementation for the updated program will begin in September.

County Salary Survey

- Flathead County has completed a salary survey for all non-union employees. County Commissioners have approved and funded upgrades for recommended positions to get them a little closer to market level.
- K. Crowley reviewed details from the survey. The library salary spreadsheet was discussed.
- The commissioners approved a 1.01% cost of living raise for FY18.
- The Library Director's contract addendum was discussed. Because the Director works at the behest of the Library Board, not the Board of Commissioners that salary will need to be set by the library board and sent to the Commissioners for approval.

Approval of Library Salary Spreadsheet (ACTION)

Moved by A.Logan "to approve the Flathead County Salary Spreadsheet for the Library as a result of the Countywide Salary Survey as presented."

Seconded by C. Leistiko

APPROVED

Facilities Committee Report

- A potential future site in Bigfork was discussed. Bethany Lutheran church in Bigfork is considering selling the Ark building behind the church that is currently underused. The County is looking at it as a potential library/senior center facility.
- Possible future locations for a Columbia Falls library were discussed. Crowley and Behe recently met with Don Bennett to discuss a potential future partnership in purchasing a building.
- The Big Sky Trust Fund Grant was not awarded to the library. The grant funders were not able to see the library as an economic driver in the community.

Columbia Falls Library Association

- K. Crowley is working with the Flathead County attorney's office regarding the use of Columbia Falls Library Association donated funds. It seems that the donor's original intent for the funds to be spent on the Columbia Falls library is not being honored by the Association.

Jane Lopp 1-year unexpired term

- A meeting is scheduled for July 10 at 4pm to discuss applicants to fill the 1 year unexpired term of Jane Lopp.

New Business

Director's Contract Addendum

Moved by A. Logan "to approve a pay increase for the Library Director consistent with the salary survey completed by the Human Resource Department. The new pay grade shall be grade 49 in the County pay plan: \$85,771.98 effective on the first pay period in FY18. Additionally, Employee shall receive any longevity pay, which shall be added to the current salary."

Seconded by M. Morton

APPROVED

V. Housekeeping:

Next regular meeting, Wednesday, July 26, 2017, Kalispell

Heritage Days Parade, Saturday, July 29, 2017, noon.

VI. Adjourn: 11:23am